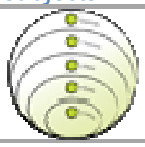
Ibrahim Taner OKUMUŞ, Ph.D. | Muğla University, Turkey | June 2010

Corresponding subjects		
	Reflection Tool - http://www.tef.mu.edu.tr/elb/sayfalar/reftool_v3 Reflection tool - User guide for students	**TB0** **TB4**

Reflection Tool – User guide for teachers/trainers

Purpose and aims 1
Introduction 1
Log on to the system 2
The interface 2
My Account 4
Questionnaire 4
Notes 5
Photos 5
Videos 6
Files 6
Add Comment 7
Calendar 7

Purpose and aims

This paper targets vocational teachers and trainers in their support of students'/apprentices' reflection on their learning. By offering a mobile tool for virtual usage. the teacher/trainer achieves insight into the student's daily reflections.

The teacher/trainer will be able to

- navigate the interface and log on to the system
- select students and switch between students' profiles
- browse through the menu and the students' folders, questionnaires, text notes and media files
- add comments to the students' thoughts and productions
- use the calendar function

Introduction

Reflection tool is a web-based software tool, developed to support distance learning with smartphones. This tool is meant to support students/apprentices in their reflection on their daily work and experiences. Teachers/trainers can follow their students, check out their students' daily portfolio and comment on the work of the individual student.

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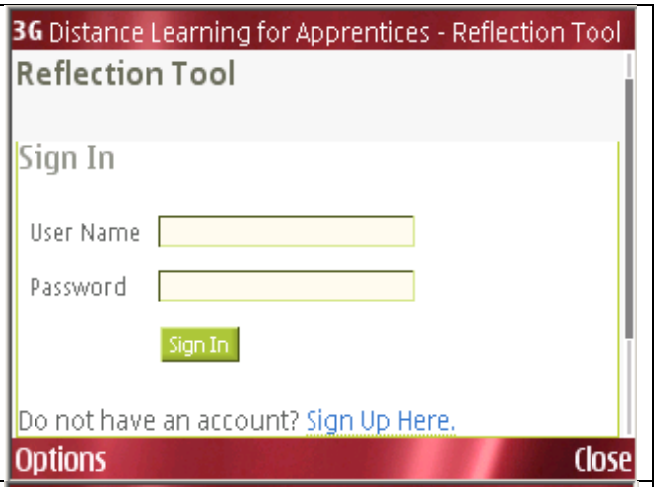
The reflection tool is developed to work on both PC and mobile phones. The software automatically detects the connecting media and provides the appropriate interface for the user.
This guide will present the use of the mobile version. However, the same guide can be used for the PC version, since both have the same functionalities. All the screen shots are captured from Nokia E71. Other smart phones may have slightly different screen looks, but the functionalities will be the same.

Log on to the system

When the user accesses the website, the logon screen (Fig 1) will appear first.
If the user is already registered in the system, providing username and password will give access.
If the user does not have an account, the user needs to follow the "Signup here" link to register. The users' registration needs will be approved by the system administrator. Once the administrator approves the user, the user can login to the system with credentials.

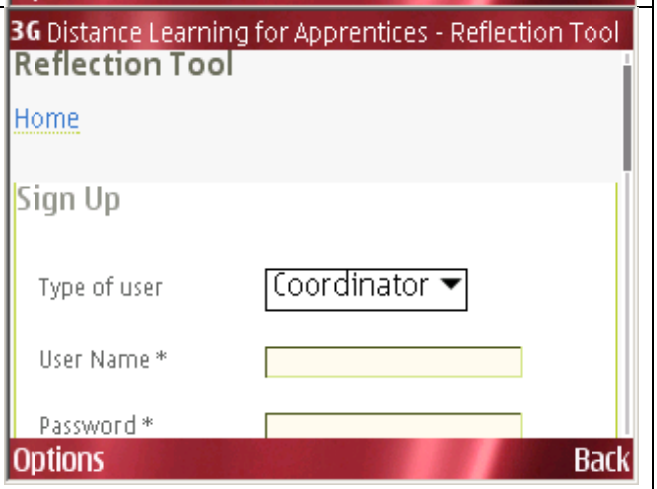
Fig. 1 – Login screen



The sign-up page requires information from the user , so that he/she can be approved by the system administrator.

- The user must be selected as "Coordinator", which is the default selection.
- The user selects a username and a password.
- The user must provide first name, last name, e-mail address, home phone, cell phone, street address, city and country.

Mandatory fields are marked with a *. After completing the fields, the user clicks on the sign-up button to complete the process.
The account becomes active after the administrator has approved the user.
Figure 2: Sign up page



The interface

When a teacher/trainer logs into the system, a screen will appear for the user to interact with the system (Fig. 3).

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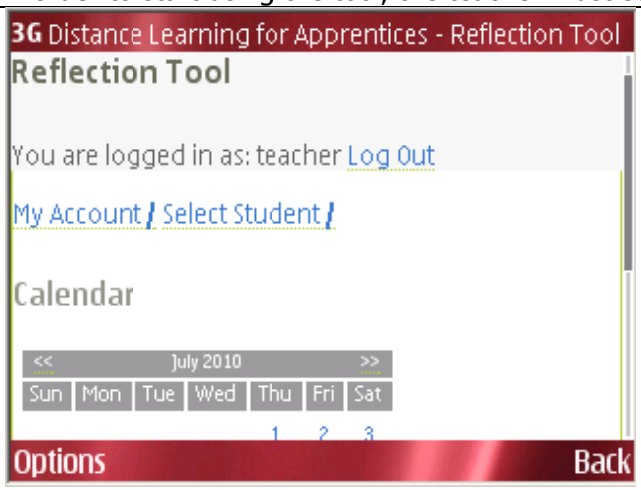
The teacher uses the reflection tool to follow the students' work and view their portfolios. Therefore, in order to start using the tool, the teacher must select a student:


3G Distance Learning for Apprentices - Reflection Tool
Reflection Tool
You are logged in as: teacher Log Out
My Account / Select Student /
Calendar
<< July 2010 >>
Sun Mon Tue Wed Thu Fri Sat
1 2 3
Options Back

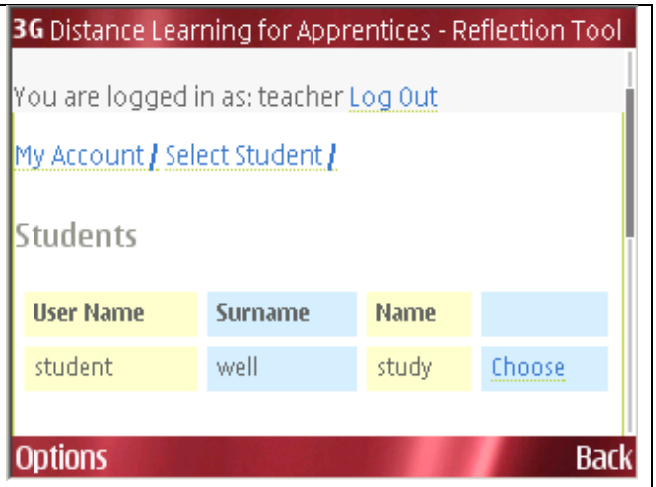

3G Distance Learning for Apprentices - Reflection Tool
You are logged in as: teacher Log Out
My Account / Select Student /
Students
User Name Surname Name
student well study Choose
Options Back

Fig. 3: Interface for teachers/trainers

Click on the Select Student link. This link will bring up a list of students. The teacher chooses which student to work with.

New menu items will then appear that are active for the selected student (Fig. 4).
The name of the selected student is highlighted.

The selected student can be changed at any time.
The menu items *Questionnaire, Notes, Photos, Videos, Files* and *Add Comment* appear. All menu items are bound to the selected student and the active date. By default, the current date will be the active date.
The user can change the active date by clicking on a date on the calendar.

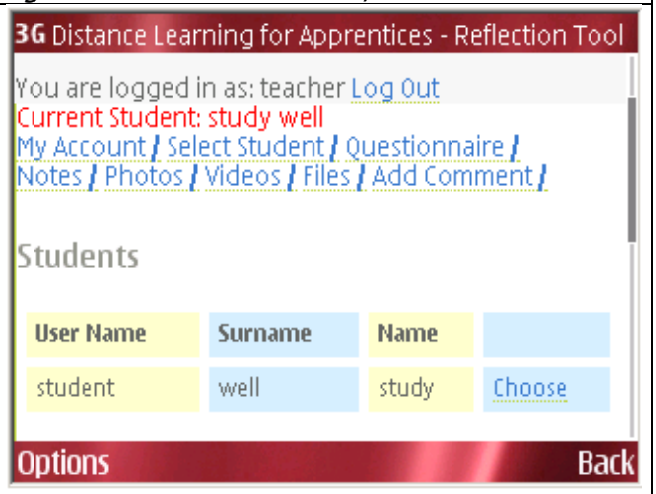

3G Distance Learning for Apprentices - Reflection Tool
You are logged in as: teacher Log Out
Current Student: study well
My Account / Select Student / Questionnaire /
Notes / Photos / Videos / Files / Add Comment /
Students
User Name Surname Name
student well study Choose
Options Back

Fig. 4. Teacher menu items.

All the menu items appear at the top. A calendar can be used to navigate to previous entries. A teacher/trainer can only view information entered by a student. Only the *Add Comment* item is used for teachers/trainers to send back feedback to the students.
The user can safely log out using the link given at the top of the page.

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The menu items are:

- My account
- Select Student
- Questionnaire
- Notes
- Photos
- Videos
- Files
- Add comment.

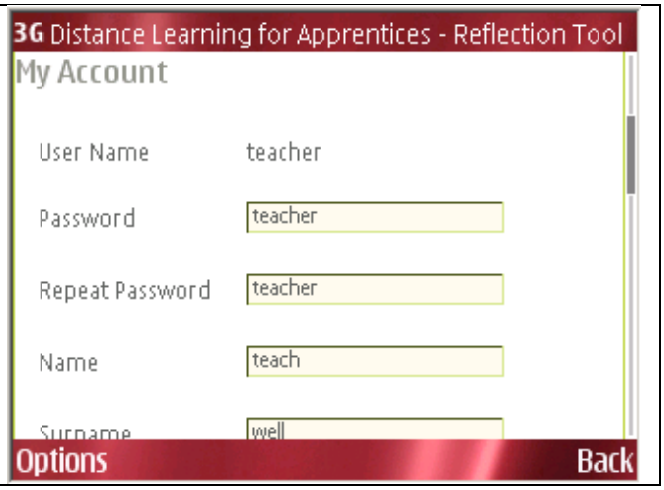
Now let's go through each menu item one by one :

My Account

This menu item lets the user view account details.

The user can change the personal information on this page.

Fig. 5. My account menu item page.



Questionnaire

The *questionnaire menu* shows the teacher/trainer the answers given by the selected student to the provided questionnaire. A teacher/trainer can only view answers and cannot modify them.

The questionnaire consists of multiple choice questions and free text questions. There is also a possibility for free text.

Fig. 6: Questionnaire

3G Distance Learning for Apprentices - Reflection Tool
Scale: Not at all / To a limited extent / To some extent / To a great extent / To a very great extent
TECHNIQUE
Have you become able to use the smartphone?
Have you achieved new technical skills?
Options
Back

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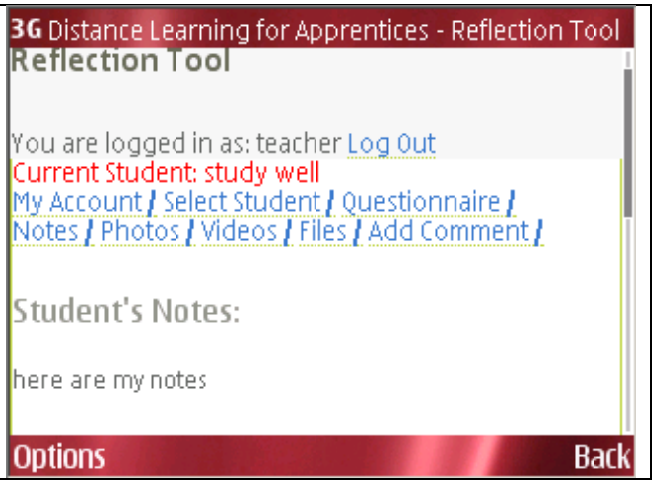
Notes

On this page the teacher/trainer can see the free text entered by the selected student. *Fig. 7: Notes*	

Photos

On the photo page, the teacher/trainer can view the photo album created by the student. This page shows the thumbnails of the uploaded images. Clicking on thumbnails will activate the full size picture. *Fig. 8: Photo Album.*	

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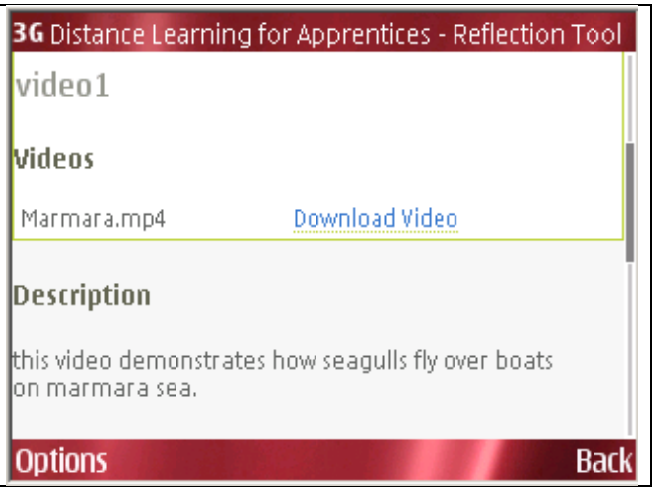
Videos

This page provides an interface for teacher/trainers to download videos uploaded by the student.

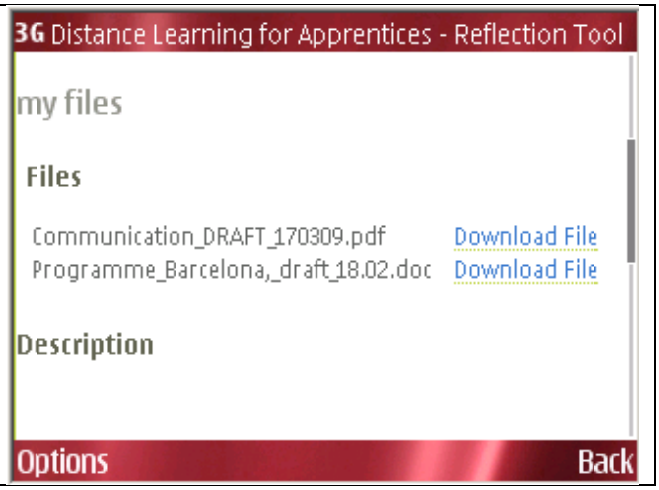
Fig. 9: Video Page.



Files

This interface is used for the teacher/trainer to view files uploaded into the system by the selected student.

Fig. 10: File page.



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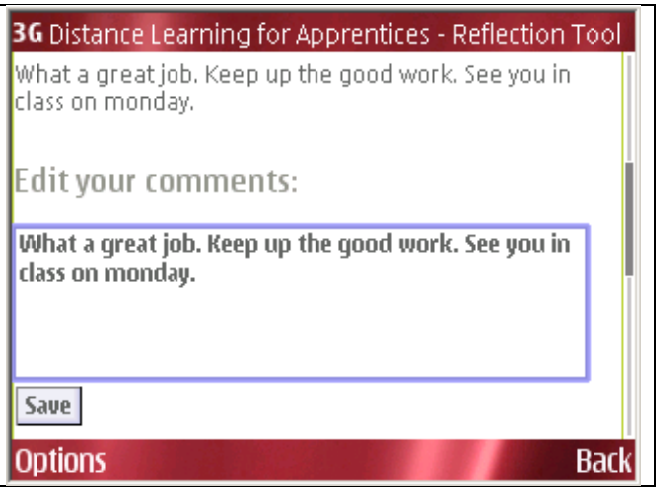
Add Comment

This page is the only page that is interactive for the teacher. Using this page, after viewing all the information entered by the student, the teacher/trainer can send feedback to the student using the provided text editor (Fig 11).

The comments, which are entered and saved by the teacher/trainer, are immediately viewable for the student.

Fig. 11: Comment page.

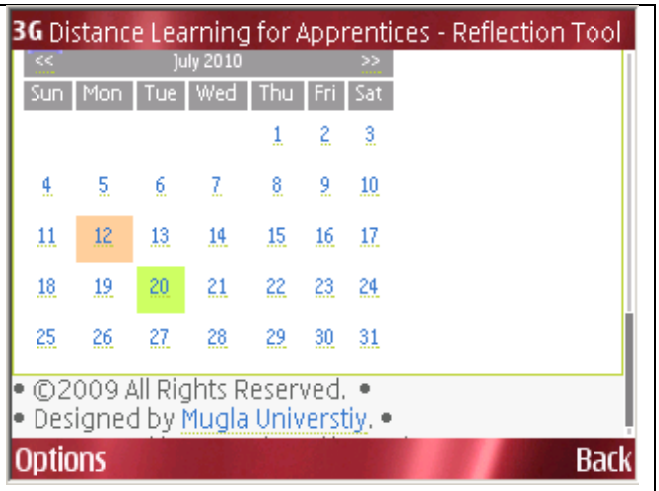

3G Distance Learning for Apprentices - Reflection Tool
What a great job. Keep up the good work. See you in class on monday.
Edit your comments:
What a great job. Keep up the good work. See you in class on monday.
Save
Options
Back

Calendar

A simple calendar interface is provided.
The User can navigate through months by clicking on the double arrows at the top left and right side of the name of the month. For the current month, the calendar uses colour coding to give information to the user. A selected date is shown in a green box. If another date has any entry, that date is shown in an orange box.

If the user clicks on one of the previous dates, all the menu items will show the entries made on the selected date.

Fig. 15: Calendar interface.


3G Distance Learning for Apprentices - Reflection Tool
<< July 2010 >>
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
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Options
Back

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